

**Heritage Charter School
Parent Advisory Board**

**May 12, 2009
Held at Digital Academy**

MINUTES

The Parent Advisory Board meeting was called to order at 1:07 p.m. by Tammy Cummings. Those members in attendance, in addition to Tammy, were Jami Baar, Stephanie Boren, Marna Farwell, and Kathryn Turner-Arsenault. A quorum was present at all times. Also present at the meeting were Veronica Farran, Assistant Director of Heritage K-8 Charter School, and Jennifer Cooper, Director of Digital Academy. Vickie Hoey, a teacher at Digital Academy, was also in attendance during the first half-hour of the meeting. Shannon Preciado and Vanessa Estrada, the two Family Fun Day chairs, were also present during the meeting after 2:00 p.m.

Motion: Tammy moved to approve the agenda. Marna seconded the motion. The motion was approved unanimously.

Motion: Tammy moved to approve the Minutes for the April 28, 2009, meeting, as modified. Stephanie seconded the motion. The motion was approved unanimously.

Approval of Correspondence Prepared on Behalf of PAB:

There was no correspondence prepared on behalf of the PAB for approval by the PAB.

Communication from Digital Academy Teacher Vickie Hoey:

Vickie Hoey, a writing teacher at Digital Academy, has come up with an idea for a keyboarding class during the summer to assist students in learning to be faster typists. She believes this will help the students use their time more efficiently, and do better work, when they are using computers. ECHS has already agreed to let her use the Heritage computer classroom. There was a general discussion of when the classes should be held (dates and times), the best ages for the students, the best number of students to have, the best price for the class per student, how much Vickie should be paid, who should pay Vickie, and how many class sessions there should be. Vickie would like PAB to promote the class. *Motion:* Tammy moved to approve a summer typing program to be taught by Vickie Hoey at a cost of \$100 per student for up to thirty students and up to two sessions (10 a.m. – noon; noon – 2:00 p.m.) during the last two weeks in July. The motion was seconded by Stephanie and passed unanimously.

Communication from Committee Chairs or Committee Members:

Boxtops: Tammy stated that she had been told by Lucy Rowe that Vicky Keyser “fired” her from her job as boxtop coordinator, saying that she, Vicky, would be the coordinator from now on. This was a complete surprise to all PAB members as no one had asked Vicky to do this, and everyone thought Lucy Rowe was doing it. *Also,* Sheila Randle has not yet returned the PAB’s \$1,077 box top money to the PAB.

Volunteer Appreciation: Marna has sent out 92 invitations for the May 14 volunteer breakfast. Tammy stated that Marna donated the invitations. The banner was ordered via Ashly Mellor from ECHS for \$30 (36” x 70”). Flowers have been bought for take-home centerpieces; gift cards will be purchased from Escondido Joe’s Coffee Shop, which is catering the breakfast. We have \$100 for gift cards and we will be giving out 100 license plates. Set-up will be Wednesday at 3:30 p.m. and Thursday at 7:00 a.m.

Eighth Grade Promotion: Jami has asked all servers to bring two dozen cookies. There are six servers. Kari Coe is working on getting maroon balloons filled with helium. There will be a banner of congratulations. The whole thing will be right at \$100.

Playground: Tammy told us that she was very surprised to find out, just prior to the PAB meeting, that Sally Stevenson and Coach and Veronica had a meeting about the playground at 11:00 a.m. this date, but Tammy had not been told about it. Sally told Tammy that Palma's idea of putting the equipment outside the Multi-Purpose Room was shot down as "too distracting." Sally told Tammy there was also some discussion of prohibiting children from using the equipment during recess and limiting the equipment's use only to p.e. classes. Veronica stated that no final decisions had been made. Veronica was not aware of prior plans nor of the equipment that had already been chosen, but was at the meeting because Palma was off-campus this week. Tammy expressed concern that Coach did not intend to start construction on the playground the week after school ended, as he stated in the April 28, 2009, PAB meeting he would.

Family Fun Day: Vanessa thought it was great having Digital Academy and Heritage together. The Digital Academy booth was so successful that it needed more prizes. Vanessa and Shannon will do this again, but they do not want to get PAB okays on something and then have the okays changed. Everyone generally agreed that, since Shannon and Vanessa have now done Family Fun Day/Night several times, they have the experience and insight to know how to tweak future Family Fun Day/Nights. Using the wristbands was far superior to using tickets and they will be used in the future. The entry gate worked great. Requiring filled-out forms for pre-sales and at-the-gate-sales gave us information about who came and when they purchased, and also gave us better cash accountability. Other ideas for an even better Family Fun Day next year are attached to these Minutes as Exhibit "A."

Old and New Business

Board Responsibilities: Tammy stated that we need to make "job descriptions" for committees and a schedule of "check-in" meetings with the Board. Palma has not been available to discuss her ideas, yet. Jennifer stated that she is happy with everything the Board has done, especially with technology. She would like a tracking station for volunteer hours. Also, she thinks reading groups might be good for teachers and could be paid for by the PAB.

Volunteer Application Forms: Tammy stated that she was disappointed to find the Volunteer Application form did not go out to parents in the 2009-2010 registration packets. Veronica said they can be handed out at the back-to-school mandatory parents' meeting.

Bylaws: There was not enough time to discuss the suggested bylaws changes. These will be discussed at the next meeting.

Digital Liaison Report

The by-laws do not permit a Digital Liaison so long as any Board member is a Digital parent, as Marna Farwell is.

Member Reports on Current Activities

None.

Adjournment

Motion: The meeting adjourned at 2:48 p.m. The next meeting will be held on June 3, 2009, in Digital Classroom A at 3:00 p.m.

Tabled Business:

The following items for discussion have been tabled by the members but are listed here in the event that a member wants to revisit an item at a later meeting.

- Reverse 911 system and emergency notification procedures
- Playground
- Elizabeth Lock's idea for a cookbook fundraiser
- T-shirt / sweatshirt sale

Respectfully submitted,

Kathryn Turner-Arsenault

Exhibit "A"
Family Fun Day Suggestions

Planning

- (1) Have a proposal at the beginning of the year so everyone has a schedule of dates that need to be met.
- (2) Have frequent, short meetings on pre-set dates to keep everyone up-to-date and to be able to concentrate ONLY on Family Fun Night for a short period of time. No micro-management by the PAB.
- (3) Expand the budget since we will have almost 500 students between Heritage and Digital.
- (4) Put money in the budget to cover the whole event, so we won't worry about covering costs with income from the event and so we won't have to worry about having enough money to pay the vendors who must be paid before the event.

Games and Booths

- (5) The GameTruck man was "awesome."
- (6) The GameTruck line was not long. Inside, it was "like being a celebrity because you sit on huge comfortable couches and play whatever game you want on huge plasma t.v.'s and it's air-conditioned."

Food / Concessions

- (7) We absolutely MUST MUST MUST move the food concession away from the d.j. It was, at times, just excruciating working there and it was very difficult for people to make themselves understood to us. This may actually have slowed the line down.
- (8) We should plan ahead of time for separate money for separate food lines because it was kind of scary breaking things up midway into the chaos.
- (9) We need to start with a lot more ones in the change drawer. We ended up giving out pink "drink" tickets and telling people they could use them as ones later on for whatever they wanted.
- (10) Three or four scattered food booths would be a good idea. The food line wouldn't be directly in front of the dj and the Zumba, exhibitions, or whatever. There is an issue with access to electricity, but making these changes would be a big pay-off for a little pain.
 - (a) One booth could sell candy, popcorn, cotton candy.
 - (b) The ice cone booth and nacho concessions should be together because those items need to be custom-made and separate from the others.
 - (c) One booth should be COOKING hamburgers, hot dogs, chicken, only (that was a great idea!) and the pizza can be distributed there as well so all entrees come together.
 - (d) The hamburger, hot dog, chicken, pizza SELLING booth should be separate from the food booths, maybe near to, but separate from, the front gate ticket selling area. Since it's all cash, there won't be any slowdown for checks at either table.
 - (e) ALL food booths except the COOKING booth should sell sodas **OR** only the seventh grade booth should sell sodas. (Sodas are fast-sell; money in, soda out.

- (f) Pre-selling just the entrée items would help the lines move faster, as well.

Volunteers

- (11) We should have a pre-meeting for the room parents about three weeks before the big day to explain how Family Fun Day works and to give out a schedule of events (including set-up and take-down).
- (12) Once again, the jumpies were not well-managed and the volunteer parents did not show up. The Gerardys' high school son was alone watching both jumpies for a significant amount of time. Maybe we should assign the jumpies to a class as their "booth." Mats are needed around the jumpies for protection.
- (13) Cinnamon's husband did not feel that set-up went well. He was there at 10:45 and was alarmed that, at 1:00 p.m. things weren't further along.
- (14) Pete and Mario were great, as usual.

Timing

- (15) Saturday, May 1, 2010, should be next date.
- (16) The time should be 2 – 7 p.m. (because a lot of people did not want to leave at 6:00 p.m. and there was still plenty of light to clean up by).

Entertainment.

- (17) Each grade could dance an ethnic or cultural dance, depending on what they were learning that year. At one long-time May Day celebration, for example, first graders danced the minuet and wore hats made out of paper plates and paper flowers; second graders danced the Mexican Hat Dance; third graders danced an American Native dance and had cardboard thunderbolts in their hands; fifth graders danced the maypole which ended up with tall poles being braided with streamers from top to bottom; sixth graders danced the Filipino "clack clack together" dance, and so on. If we did something like that, many of the families that might not otherwise come would come to make sure their kids participated and we would also have grandparents, *et cetera*, buying concessions.
- (18) After school club demonstrations
- (19) Skateboarding demonstrations
- (20) Fire engine and police dog demonstrations
- (21) D.J.

Miscellaneous

- (22) Yeah for the wristbands! Everything seemed to flow much more smoothly.
- (23) Yeah for the tablecloths! Everything looked very festive and less school-like when people first came in the gates and saw the tables set up.
- (24) Did parents feel their children were safe during the event (from running out the gates, etc)?
- (25) What made the front entrance work so well?
- (26) How affordable was the event?

- (27) All people who buy tickets (pre-sale and at-the-door) should fill out a form so we can get statistics regarding when tickets were bought and by how many people.
- (28) Charge cash for tattoos and face painting.
- (29) Have a rock-climbing wall.